

U. S. Department of Health and Human Services
National Institutes of Health

NIH Loan Repayment Programs

IC Recommendation for LRP Funding

Instructions for the Loan Repayment Program Coordinator:

Please read the reverse and then complete Sections A and B only.

Attach this form to a copy of the offer of employment, Form NIH 2674-3—
Pages 2, 3, and 4 (if applicable), and their required attachments.

► Send the completed package to the National Institutes of Health Loan
Repayment Programs, 2 Center Drive, MSC 0230, Bethesda, Maryland
20892-0230.

Section A — Applicant Data

1. Applicant's Name (<i>Last, first, middle</i>)	1a. IC	1b. Social Security No.
2. Position Title (<i>e.g., Staff Fellow, Clinical Associate, etc.</i>)	2a. Pay Plan/Occupational Series	2b. Grade (<i>if appropriate</i>)
3. Indicate the NIH loan repayment program that the applicant is applying to <input type="checkbox"/> General Research Loan Repayment Program <input type="checkbox"/> AIDS Research Loan Repayment Program <input type="checkbox"/> Clinical Research Loan Repayment Program for Individuals from Disadvantaged Backgrounds	4. Loan Repayment Committee (LRC) Review Date	5. Anticipated program eligibility date (<i>Initial applications only. See reverse for instructions.</i>)
6. NIH salary at program eligibility date (<i>Initial applications only. See reverse for special instructions.</i>)	7. Contract length (<i>to commence upon program eligibility date</i>) <input type="checkbox"/> Initial (2 years) <input type="checkbox"/> Initial (3 years for General Research LRP only) <input type="checkbox"/> Renewal (1 year)	
8. Type of Assignment <input type="checkbox"/> Permanent assignment <input type="checkbox"/> Temporary assignment	8a. If assignment is temporary, when does it end?	8b. Can this be extended? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section B — IC Recommendations and Concurrences

1. Initiating official (<i>Advisor/Supervisor</i>)	Date	2. Lab/Branch Chief	Date
3. Program Director (<i>Intramural Scientific Director or Extramural Program Director</i>)	Date	4. Personnel Officer (<i>See reverse for special instructions.</i>)	Date
5. IC Loan Repayment coordinator	Date	6. IC Director	Date

Application Instructions for the National Institutes of Health (NIH) Loan Repayment Programs (LRP)

Instructions for Loan Repayment Program Coordinators Form NIH 2674-3 (Revised 11/98)

General

- Upon receipt of pages 2-4 of the "IC Recommendation" forms (NIH 2674-3, Pages 2-4), complete Section A of page 1 and coordinate the clearance process of Section B.
- Applications completed and endorsed by your IC should be forwarded to the LRP, 2 Center Drive, MSC 0230, Bethesda, Maryland 20892-0230.
- Contact the LRP at (301) 402-5666 for assistance and deadline dates for the current fiscal year.

Item

4. Loan Repayment Committee (LRC) Review Date

Enter the date of the next LRC review meeting. Review dates and application deadlines are released regularly by the Director, LRP. Call (301) 402-5666 if you have questions.

5. Anticipated Program Eligibility Date

An applicant who has begun or will begin a qualified NIH research assignment prior to LRC review and approval may *not* be considered retroactive to the date that such an assignment began. Enter the next date of the LRC review for these applicants. Their two-year (or three-year for General Research LRP) NIH service commitment begins on this date.

An applicant who is selected for participation by the LRC prior to commencing a qualified NIH research assignment becomes eligible upon their entry-on-duty date to such an assignment. Enter the anticipated EOD date for applicants seeking preselection.

7. Contract Length

Individuals must serve an initial, two-year (or three-year for General Research LRP) service contract prior to being considered for one-year, renewal contracts.

Special Instructions for IC Personnel Officials Form NIH 2674-3 (Revised 11/98)

IC Coordinators should complete and Personnel Officers must confirm the following:

- Candidate employability during the entire LRP contract period, which begins on the program eligibility date entered in Section A, Item 4 (two years for AIDS Research and Clinical Research LRPs or three years for General Research LRP); and
- Basic NIH salary entered in Section A, Item 5, as of applicant's program eligibility date. For applicants employed under the Commissioned Corps pay plan, salary is comprised of base pay plus quarters, subsistence, and variable housing allowances. Special and bonus pays, such as board certified, contract, and

variable incentive pays, are not included. Similarly, for applicants under the General Schedule pay plan, Physicians Comparability Allowances (PCA) are not included in the salary calculation. However, pursuant to Title 5, Code of Federal Regulations § 595.105(e), an individual receiving a PCA who is accepted into the LRP must have his/her PCA reduced by the amount of the loan repayment upon entry to the LRP.

Also, please attach a copy of the candidate's SF-50, USPHSCC personnel orders, or SPO commitment letter.
